

POLK COUNTY AVIATION AUTHORITY  
ANKENY, IOWA

The Polk County Aviation Authority held a regular meeting on Thursday, May 5, 2016, at the Ankeny Regional Airport, 3737 Convenience Blvd., Ankeny, Iowa. The meeting was called to order at 5:00 P.M.

- Item 1) ROLL CALL – MEMBERS PRESENT:** ANDERSON, GARDNER, GREUBEL, NOVAK  
**MEMBERS ABSENT:** ASHBY, BARBER, WANGSNESS  
Acting Chairperson, Jason Greubel, called the meeting to order. Present from the City of Ankeny were Jennifer Sease, Administrative Services Director; and Margaret Waldschmitt, PCAA Recording Secretary. Attorney, Amy Beattie was present. Representing EXEC 1 were Dan Stull. Representing Snyder & Associates was Scott Port.
- Item 2) PERFECTING AND APPROVAL OF THE AGENDA WITHOUT AMENDMENT.**  
It was moved by Dr. Paul Novak and seconded by Brant Anderson to approve the agenda without amendment. VOTE: YEA: NOVAK, ANDERSON, GARDNER, GREUBEL
- Item 3) AUDIENCE WITH VISITORS - NONE**
- Item 4) FINANCE / BUDGET REPORT**  
Jennifer Sease stated that the PCCA Administrative Staff has been contacted by the City of Bondurant regarding the commercial and industrial replacement portion of the semi-annual Airport Authority invoice. In 2013, the State passed property tax reform legislation that reduced property taxes on commercial and industrial properties. The legislation included backfill titled “commercial and industrial replacement” to reimburse the cities and county for a portion of these lost revenues. The issue brought up by Bondurant is that the Airport Authority is requesting more revenue than is being generated by the \$0.15 property tax levy and that the 28E Agreement only requires each member government to levy a property tax of \$0.15. The Airport Authority notes that the cities and county would not otherwise be receiving the commercial and industrial replacement revenues from the State if it weren’t for the \$0.15 Airport Authority and that the intent of the legislation is to reimburse the taxing bodies for a portion of the lost revenues created by the legislation.
- tem 5) FBO REPORT**
- Item 5A) FUEL REPORT**
- Item 5B) INSPECTION REPORT**
- Item 5C) HANGAR TENANT WAITING LIST REPORT**
- Item 5D) TENANT CONCERNS AND RESPONSE REPORT**  
Dan Stull stated there was some damaged siding on one of the garages due to a possible break in or the 60 mph winds the weekend of the damage. Stull stated nothing was taken or damaged inside the garage. Stull stated some of the taxiway lights are out. Jason Greubel directed Stull to call a repairman for lights not addressed in the new lighting project.
- Item 6) CONSENT AGENDA ITEMS**  
**CA-1 APPROVAL OF APRIL 7, 2016 MINUTES**  
**CA-2 CONSIDER MOTION TO APPROVE PAYMENT #155 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE GENERAL ENGINEERING THROUGH MARCH 31, 2016 AND RW 18 LAND ACQUISITION SERVICES IN THE AMOUNT OF \$7,437.71.**

**CA-3 CONSIDER MOTION TO APPROVE PAYMENT #10 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE RUNWAY 18/36 AND TAXIWAY LIGHTING IMPROVEMENTS, IN THE AMOUNT OF \$4,844.86.**

**CA-4 CONSIDER MOTION TO APPROVE PAYMENT #6 TO MCCLURE ENGINEERING CO., FOR SERVICES THAT INCLUDE WILDLIFE FENCE ENVIRONMENTAL ASSESSMENT THROUGH MARCH 26, 2016 IN THE AMOUNT OF \$17,783.75.**

**CA-5 APPROVAL OF BILLS AND TRANSFER OF NECESSARY FUNDS \$38,873.54.**

**CA-6 APRIL 2016 FINANCIAL REPORTS**

**CA-7 ACCOUNTS RECEIVABLE AGING SUMMARY**

**MOTION TO APPROVE CONSENT AGENDA ITEMS CA-1 TO CA-7.**

It was moved by Dr. Paul Novak and seconded by Bill Gardner to approve consent agenda items CA-1 through CA-7. VOTE: YEA: NOVAK, GARDNER, ANDERSON, GREUBEL

**Item 7) REMOVED CONSENT AGENDA ITEMS: NONE**

**Item 8) OLD BUSINESS: NONE**

**Item 9) NEW BUSINESS**

**Item 9A) RESOLUTION 2016-15, APPROVING A LEASE AGREEMENT EARLY TERMINATION DATE OF MARCH 31, 2016 FOR ABOVE AND BEYOND EXPECTATIONS, HANGAR J-04. APPROVING A LEASE AGREEMENT FOR JOSEPH BARRON FOR HANGAR J-04, AND HAWKEYE AERO SALES FOR HANGAR E-10 WITH TERMINATION DATES OF DECEMBER 31, 2016.**

It was moved by Dr. Paul Novak and seconded by Bill Gardner to approve Resolution 2016-15, approving all lease changes as listed. VOTE: YEA: NOVAK, GARDNER, ANDERSON, GREUBEL

**Item 9B) CONSIDER MOTION TO APPROVE CHANGE ORDER NO. 2 WITH KIMREY ELECTRIC FOR REROUTING THE HOME RUN WIRING FOR RUNWAY 18/36, RUNWAY 4/22 AND THE WIND SOCK, AND ADDITIONAL TAXIWAY LIGHT AND SIGN HOOK-UPS DUE TO INTERRUPTIONS OF THE DIRECT-BURY WIRING NEXT TO THE TERMINAL BUILDING ON THE RUNWAY 18/36 AND TAXIWAY LIGHTING IMPROVEMENTS PROJECT, IN THE AMOUNT OF \$10,236.00.**

It was moved by Brant Anderson and seconded by Bill Gardner to approve Change Order No 2 with Kimrey Electric for changes made regarding the Runway 18/36 and Taxiway Lighting Improvements Project. VOTE: YEA: ANDERSON, GARDNER, GREUBEL, NOVAK

**Item 9C) CONSIDER MOTION TO APPROVE CHANGE ORDER NO. 2A WITH KIMREY ELECTRIC FOR THE ELIMINATION OF THE VEGETATION CONTROL RINGS FROM THE BASE OF THE GROUND LIGHTS ON THE RUNWAY 18/36 AND TAXIWAY LIGHTING IMPROVEMENTS PROJECT, IN THE AMOUNT OF -\$29,150.00 (DEDUCTION).**

It was moved by Brant Anderson and seconded by Dr. Paul Novak to approve Change Order No. 2A with Kimrey Electric for changes made regarding the Runway 18/36 and Taxiway Lighting Improvements Project. VOTE: YEA: ANDERSON, NOVAK, GARDNER, GREUBEL

**Item 9D) RESOLUTION 2016-16, APPROVING SUPPLEMENTAL AGREEMENT NO. 2 WITH SNYDER & ASSOCIATES, INC. FOR THE EXTRA DESIGN AND CONSTRUCTION**

**ADMINISTRATION SERVICES ASSOCIATED WITH THE ADDITIONAL CONSTRUCTION WORK INCLUDED ON CHANGE ORDER NO. 1 AND CHANGE ORDER NO. 2 FOR THE RUNWAY 18/36 AND TAXIWAY LIGHTING IMPROVEMENTS PROJECT, IN THE AMOUNT OF \$12,000.00.**

It was moved by Dr. Paul Novak and seconded by Bill Gardner to approve Resolution 2016-16, approving Supplemental Agreement No. 2 with Snyder & Associates regarding the Runway 18/36 and Taxiway Lighting Improvements Project. VOTE: YEA: NOVAK, GARDNER, ANDERSON, GREUBEL

**Item 9E) RESOLUTION 2016-17, APPROVING SUPPLEMENTAL AGREEMENT NO. 3 WITH SNYDER & ASSOCIATES, INC. FOR THE ENGINEERING DESIGN AND CONSTRUCTION ADMINISTRATION SERVICES ASSOCIATED WITH THE RUNWAY 18/36 PAPI REPLACEMENTS, IN THE AMOUNT OF \$5,000.00.**

It was moved by Bill Gardner and seconded by Brant Anderson to approve Resolution 2016-17, approving Supplemental Agreement No. 3 with Snyder & Associates regarding the Runway 18/36 and Taxiway Lighting Improvements Project. VOTE: YEA: GARDNER, ANDERSON, GREUBEL, NOVAK

**Item 9F) RESOLUTION 2016-18, APPROVING THE RECEIPT AND FILING OF THE ANKENY REGIONAL AIRPORT ALP (AIRPORT LAYOUT PLAN) AS UPDATED BY SNYDER & ASSOCIATES, INC. TO INCLUDE THE REVISED RUNWAY 4/22 THRESHOLD LOCATION, THE SOUTH BOX HANGAR PADS AND THE FUTURE PROPOSED SOUTH CORPORATE APRON / SE CONVENIENCE BLVD. IMPROVEMENTS. REPORTS.**

It was moved by Bill Gardner and seconded by Brant Anderson to approve Resolution 2016-18, approving the receipt and filing of the ALP as updated by Snyder & Associates, Inc. VOTE: YEA: GARDNER, ANDERSON, GREUBEL, NOVAK

**Item 9G) RESOLUTION 2016-19, ACCEPTING THE FAA GRANT AGREEMENT FOR THE ENVIRONMENTAL STUDY / ASSESSMENT FOR THE WILDLIFE FENCE, DRAINAGE CHANNEL IMPROVEMENTS, AND SOUTH TERMINAL AREA DEVELOPMENT, AIP GRANT NO. 3-19-0132-021-2016.**

It was moved by Brant Anderson and seconded by Bill Gardner to approve Resolution 2016-19, accepting the FAA Grant Agreement for the Environmental Study/Assessment for the Wildlife Fence Drainage Channel Improvements and South Terminal Area Development, AIP Grant No. 3-19-0132-021-2016. VOTE: YEA: ANDERSON, GARDNER, GREUBEL, NOVAK

**Item 10) REPORTS**

**Item 10A) ENGINEERING REPORT**

Scott Port stated May 16, 2016 the contractor for Rehabilitate Runway 18/36 Lighting and Taxiway Lighting Project will receive notice to proceed.

**Item 10B) STAFF REPORT**

**a. UPDATE ON THE WILDLIFE FENCE ENVIRONMENTAL ASSESSMENT.**

No report.

**Item 10C) LEGAL COUNSEL REPORT - NONE**

**Item 10D) BOARD REPORT - NONE**

**Item 10E) CHAIR REPORT - NONE**

**Item 11) REQUEST FOR EXECUTIVE SESSION**

It was moved by Brant Anderson and seconded by Dr. Paul Novak to go into Executive Session, pursuant to the provisions of Iowa Code Chapter 21.5 sub-paragraph (j) "To discuss the purchase of particular real estate only where premature disclosure could be reasonably expected to increase the price of the governmental body would have to pay for that property." VOTE: YEA: ANDERSON, NOVAK, GARDNER, GREUBEL

Council went into Executive Session at 5:35 p.m.  
Council reconvened to regular session at 5:47 p.m.

**Item 12) ADJOURN**

There being no further business, it was moved by Brant Anderson and seconded by Dr. Paul Novak to adjourn the meeting. VOTE: YEA: ANDERSON, NOVAK, GARDNER, GREUBEL

The meeting adjourned at 5:48 p.m.

Attest: \_\_\_\_\_  
Dr. Paul Novak, Treasurer

Signed: \_\_\_\_\_  
Jason Greubel, Acting Chairperson

Published in the Des Moines Register on the 20<sup>th</sup> day of May, 2016.